

**BY ORDER OF THE COMMANDER  
59TH MEDICAL WING**

**59TH MEDICAL WING INSTRUCTION  
65-102**



**14 JULY 2016**

***Financial Management***

***GUIDELINES FOR LOCAL STAFF  
TRAVEL***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 59 MDW/SGAR  
(Major Brian Caruthers)

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This instruction implements Air Force Policy Directive 65-1, *Management of Financial Services*. This instruction establishes guidelines for reimbursement of staff travel in the San Antonio local area. This instruction applies to all personnel, assigned or contracted to the 59th Medical Wing (MDW). This instruction does not apply to the Air National Guard Air Force Reserve or medical Geographically Separated Units in San Antonio. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

***SUMMARY OF CHANGES***

This publication has been revised. This rewrite of 59 MDWI 65-102 includes: updated travel methods for staff; staff shuttle is no longer provided by the 59 MDW and the base provided bus schedule is updated.

**1. Staff Travel in the Local Area.**

1.1. General Information. Temporary duty (TDY) orders are normally not published for official travel within the defined local area. TDY orders will always be published when official travel is to locations outside the defined local area. The local area is defined by the following counties as designated by the Air Education and Training Commander: Atascosa,

Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, Wilson, and the corporate limits of San Marcos, Texas. Reimbursement for local travel can only be claimed if it's official business and more advantageous to the government. Travel between place of duty and domicile and travel between place of duty and place where meals are taken are not reimbursable. If a member's domicile to place of duty [i.e. San Antonio Military Medical Center (SAMMC)] commuting distance exceeds the member's domicile to permanent duty station (PDS) [i.e. Joint Base San Antonio (JBSA) Lackland], paragraphs 1.2 and 1.2.3 below also apply. The member will not be reimbursed for the increased commuting distance to SAMMC/JBSA Lackland, unless the strict exceptions outlined in paragraphs 1.2 and 1.2.3 are met. For duty locations outside of the SAMMC/JBSA Lackland campus, increased commuting distance for duty locations different from the member's PDS may be reimbursed. The member can seek approval and reimbursement in Defense Travel System (DTS) through their group resource advisor.

1.2. Procedures for all 59 MDW personnel to Request Local Travel Reimbursement for Official Business. The policy provided herein follows the Joint Travel Regulation (JTR), Chapter 2 Part L and **Chapter 3**, Parts D and E. This policy applies to member's official travel in the local area to official functions such as meetings in the San Antonio area (i.e., JBSA Randolph, Fort Sam Houston, North Central Federal Clinic, etc.). The 59 MDW members (excluding contractors) have the option to ride the bus provided to SAMMC (also known as Brooke Army Medical Center) and Wilford Hall Ambulatory Surgical Clinic (WHASC) located on JBSA Lackland, or request a U-Drive-It (UDI) Government Owned Vehicle (GOV) from unit Vehicle Control Officer.

1.2.1. The bus operates Monday-Friday (except Federal Holidays) from 0600-1730. The bus leaves on the hour from 0600-0800, then leaves every 30 minutes until 1730. The schedule is the same whether riding to or from SAMMC/WHASC. Pick up location at the WHASC is the Urgent Care Center entrance and at SAMMC pick up location is the main flag pole entrance.

1.2.2. The UDI should also be requested for local travel for destinations not including the SAMMC/WHASC immediate campus.

1.2.2.1. UDI Procedures for Personnel stationed on JBSA Lackland. Personnel will process request through 502nd Logistics Readiness Squadron (LRS) Vehicle Dispatch by submitting an e-mail to [37LRS.DISPATCH@us.af.mil](mailto:37LRS.DISPATCH@us.af.mil) ("502 LRS Dispatch" in the Lackland Global Email Listing) or calling 671-3318/3319. Three Duty days notification is required. Pick up location is building 5045 on JBSA Lackland.

1.2.2.2. UDI Procedures for Personnel stationed on JBSA Fort Sam Houston. Personnel should contact SAMMC Operations Coordinator at 210-916-8985 to sign out a GOV. Two weeks notification is required. Pick up location is on SAMMC Campus on JBSA Fort Sam Houston.

1.2.2.3. UDI Procedures for Personnel stationed at JBSA Randolph. Personnel should contact DSN 487-3477 to request a vehicle. Three days notification is required. Pick up location is at Building 172, on 555 A Street East on JBSA Randolph.

1.2.3. The bus to SAMMC/WHASC is the government intended and provided source of travel. However, this means that the member can seek reimbursement for privately owned vehicle expenses on official travel only if no UDI GOVs are available, if the travel occurs outside the scheduled availability of such conveyances, or if the situation prompting official travel involves such urgency that the employee cannot wait for the GOV conveyance. The only exceptions for reimbursement then are if the shuttle isn't running during the time of need (outside normal hours of ops) or it's "more advantageous to the government". There must be an urgent and compelling need for the member to be at the location quicker than the shuttle can provide. For the official business travel to/from meetings at SAMMC/WHASC, this exception criteria would be more advantageous for them to be out of the duty section for less time than the shuttle affords. The approval authority at a minimum is the member's squadron commander. See instructions in paragraph 1.2.4. for submission of a local travel voucher in Defense Travel System (DTS) or contact your respective group resource advisor.

1.2.4. If a GOV is not available, local Vehicle Dispatch will need to provide a non-availability letter and the member can request reimbursement for the use of their Personally Owned Conveyance (POC) at the full mileage rate using a local voucher in the DTS. The non-availability statement and approval from the member's squadron commander or above must be attached in DTS to the local voucher as substantiating documentation. The local voucher must be submitted within 5 duty days of the event.

1.2.5. If the member chooses to use their POC (for local travel not to SAMMC/WHASC) without checking on the availability of a GOV, then the member may only be reimbursed at the middle GOV Advantageous POC Rate in DTS (Titled: "POC Use Gov Vehicle Available") as long as it's more advantageous to the government (i.e., severe mission delay). Use of POC for pure personal convenience will not be reimbursed. The local voucher should also be submitted in DTS with attached written approval (email is sufficient) from the member's squadron commander or above. Mileage claimed should be actual odometer mileage, mileage calculated using a web-based map tool of the actual distance traveled (e.g. MapQuest, Google Maps) or using the DTS function under the Administrative tab then calculate distance. The local voucher must be submitted within 5 duty days of the event.

1.2.6. If the member chooses to use their POC (for local travel not to SAMMC/WHASC) when government transportation has been specifically scheduled or procured for that function or member, and is available for them to use, the member may be reimbursed at the lowest GOV Advantageous POC Rate in DTS (Titled: "POC Use Dedicated Gov Vehicle"). The specific reimbursement rates for POCs are outlined in JTR Chapter 2: Official Travel, Part I.

1.3. The 59 MDW members can also be reimbursed for other local travel expenses including parking and tolls.

SCOTT C. SUCKOW, Colonel, USAF, MSC  
Administrator

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 65-1, *Management of Financial Services*, 1 July 1996

AFMAN 33-363, *Management of Records*, 1 March 2008

*The Joint Travel Regulation*, 1 October 2014

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**DTS**—Defense Travel System

**GOV**—Government Owned Vehicle

**JBSA**—Joint Base San Antonio

**JTR**—Joint Travel Regulation

**LRS**—Logistics Readiness Squadron

**MDW**—Medical Wing

**PDS**—Permanent Duty Station

**POC**—Personally Owned Conveyance

**SAMMC**—San Antonio Military Medical Center

**TDY**—Temporary Duty


**UDI**—U-Drive-It

**WHASC**—Wilford Hall Ambulatory Surgical Clinic

## Attachment 2

## AETC TRAVEL LETTER

Figure A2.1. AETC Travel Letter.



DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND

16 December 2011

MEMORANDUM FOR DISTRIBUTION

FROM: AETC/CC  
1 F Street, Suite 1  
Randolph AFB TX 78150-4324

SUBJECT: Official Travel for Joint Base San Antonio (JBSA)

1. As required by the Department of Defense Financial Management Regulation (DoDFMR), Volume 9, if several DoD components are present, the senior commander establishes the local area with respect to official travel for all DoD personnel. The local area for JBSA is defined as: any destination in the following Texas counties: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, Wilson and the corporate limits of San Marcos, Texas.


2. This policy does not affect the corporate limits definition as stated in Defense Financial Management Regulation (DoDFMR), Volume 9. Below illustrates the definition of Corporate Limits for JBSA:

Randolph AFB – The confines of Randolph AFB and the city of Universal City, Texas  
Lackland AFB – The confines of Lackland AFB and the city of San Antonio, Texas  
Ft Sam Houston – The confines of Ft Sam Houston and the city of San Antonio, Texas

3. Personnel traveling beyond the defined local area must be on travel orders.

4. This policy letter is not applicable to the military leave program, and does not affect pass or leave policies.

5. Our POC is Mr. Timothy Ault, 502 ABW/FM, DSN: 420-0121

  
EDWARD A. RICE, JR.  
General, USAF  
Commander

Attachment:  
Local Commuting Area Map

DISTRIBUTION: (listed on next page)

